



Division Guideline #30

Date: January 29, 2013
Reviewed February 11, 2014

Title: Support Coordinator Manual Revision: Support Coordinator Roles and Responsibilities for MO Autism Projects

Application: Regional Offices and TCM Providers

This guideline is to be used as a reference to guide Support Coordinators in their efforts to assist families in determining eligibility and applying for services funded through the Missouri Autism Project in each of their regions.

Missouri's Autism Projects were first described in the Code of State Regulations in 1991 (<http://www.sos.mo.gov/adrules/csr/current/9csr/9c45-3.pdf>) and codified into statute (<http://www.moga.mo.gov/statutes/C600-699/6330000220.HTM>) in 2009. There are 5 Autism Projects, divided geographically to configure with the Division of Developmental Disabilities' Regional Office service areas.

Each of the 5 Autism Projects has an established general revenue allocation as well as a business model that is unique to its region and has historically relied on local processes to guide referrals, service delivery, and problem-solving. With both the reported increase in prevalence (1 in 88) of autism spectrum disorders and increased attention by stakeholder groups and the Missouri legislature, there is a compelling need to formalize processes and protocols for all Autism Projects and embed guidance in practice. Additionally, there is a need to collect, track, and trend data to provide information necessary for Parent Advisory Committees, legislators, providers, the Office of Autism Services, etc. to advance a system of care that can more promptly and effectively respond to the needs of families.

Because each Autism Project functions differently, revising the Support Coordinator Manual to capture all processes, forms, notifications, etc. is unduly burdensome. Instead, the manual revision will reflect more generalized information that applies to all Missouri Autism Projects but will include URLs in it that direct the Support Coordinator/user to a web link on the Office of Autism Services' website. There the Support Coordinator/user will see a number of links that describe roles and responsibilities, flowcharts that illustrate work processes, documents that reflect budget requirements pertinent to each regional office, to name just a few. These URLs are internet sites, providing transparency and fostering improved communication among families, TCM providers, and the division.

This guideline will be reviewed and updated annually, if needed.